

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT**

REQUISITION NO: RQ767384
CAPTION: Document Imaging, Scanning and off-site Storage.
PROPOSED CONTRACTOR: Document Managers (Digidocs), Inc
PROGRAM AGENCY: Metropolitan Police Department (MPD)
AUTHORIZATION: D.C. Official Code §2-354.04, 27 DCMR 1304 and 1700

1. MINIMUM NEED: The Public Safety & Justice Cluster's agency, The Metropolitan Police Department, has a critical need to maintain the imaging and scanning of financial records which was initiated in FY 2009. These documents need to be stored and scanned or imaged in a technologically secure environment since it encompasses various critical activities pertaining to the Public Safety & Justice Cluster agencies. The secure environment in which there is a strong need to maintain the document, will ensure the retrieval of historical payment and financial records which impact local, grant, capital and federal dollars and can be easily retrieved to support compliancy with local and federal mandated agreements.

2. ESTIMATED REASONABLE PRICE:

A market survey was not conducted because Digidocs' proposed pricing is unchanged from their initial contract with the District. The pricing of this contract was determined reasonable at that time. Digidocs is the only firm that can fulfill MPD's needs, and can do this at a reasonable (see below) price. The quoted price is \$50,000.00.

3. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The current software/system is solely based on Kwiktag software for which Document Managers Inc., (Digidocs) is the only firm authorized to sell and maintain Kwiktag software in the District of Columbia. In addition annual maintenance of its Kwiktag software is one of core requirements needed to use the software at the agency. It involves the use of the Kwiktag Software and other ECM workflow and set up of the partition server in the Kwiktag electronic file drawers. Any interruption of the vendor agency relationship (which has existed since 2009) would disrupt our ability to ensure the work can be completed by September 30, 2012 since a new vendor will have to procure a new system specifically suited to a new environment and train employees.

The continuation of the use of the software and the associated services with the current Contractor is requested because:

- (1) The Contractor has provided similar product and services to the District continuously since 2009;
- (2) Continuation of service with the Contractor will allow the District to respond quickly to Freedom of Information Act (FOIA) requests, yearly Grant reporting requirements, submitting, collecting, and reporting of financial data to the public to protect public.
- (3) The economic burden of transitioning to another vendor and the possible loss of data by the District during that transition would not be in the best interest of the District.
- (4) Digidocs personnel have been certified by Kwiktag to support their software.
- (5) Separating MPD's requirements into multiple components, for administrative and operational reasons, is not feasible at this time.

4. CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are true, correct and complete.

Date

Associate Chief Financial Officer,
Agency Head

5. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that [no response was received] [the response received was rejected because _____]. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Derrick White
Contracting Officer